

EXHIBIT A(B) Guidelines 1 of 2

EXHIBIT: B

EEOC # 130 2005 00068X
Agency # 2001-0619-2004102917

Office of Personnel Management

§ 315.804

to complete the probationary period in the new position.

(d) Upon noncompetitive appointment to the competitive service under the Postal Reorganization Act (39 U.S.C. 101 et seq.), an employee of the Postal Career Service (including substitute and part-time flexible) who has not completed 1 year of Postal service, must serve the remainder of a 1-year probationary period in the new agency.

(e) A person who is appointed to the competitive service either by special appointing authority or by conversion under subparts F or G of this part serves a 1-year probationary period unless specifically exempt from probation by the authority itself.

[33 FR 12418, Sept. 4, 1968, as amended at 39 FR 962, Jan. 4, 1974; 45 FR 43365, June 27, 1980; 60 FR 54504, Oct. 16, 1995; 65 FR 14432, Mar. 17, 2000]

§ 315.802 Length of probationary period; crediting service.

(a) The probationary period required by § 315.801 is 1 year and may not be extended.

(b) Prior Federal civilian service (including nonappropriated fund service) counts toward completion of probation when the prior service:

(1) Is in the same agency, e.g., Department of the Army;

(2) Is in the same line of work (determined by the employee's actual duties and responsibilities); and

(3) Contains or is followed by no more than a single break in service that does not exceed 30 calendar days.

(c) Periods of absence while in a pay status count toward completion of probation. Absence in nonpay status while on the rolls (other than for compensable injury or military duty) is creditable up to a total of 22 workdays. Absence (whether on or off the rolls) due to compensable injury or military duty is creditable in full upon restoration to Federal service. Nonpay time in excess of 22 workdays extends the probationary period by an equal amount. An employee serving probation who leaves Federal service to become a volunteer with the Peace Corps or the Corporation for National and Community Service serves the remainder of the probationary period upon reinstatement provided the employee is reinstated within

90 days of termination of service as a volunteer or training for such service.

(d) The probationary period for part-time employees is computed on the basis of calendar time, in the same manner as for full-time employees. For intermittent employees, i.e., those who do not have regularly scheduled tours of duty, each day or part of a day in pay status counts as 1 day of credit toward the 260 days in a pay status required for completion of probation. (However, the probationary period cannot be completed in less than 1 year of calendar time.)

[60 FR 53504, Oct. 16, 1995]

§ 315.803 Agency action during probationary period (general).

The agency shall utilize the probationary period as fully as possible to determine the fitness of the employee and shall terminate his services during this period if he fails to demonstrate fully his qualifications for continued employment.

§ 315.804 Termination of probationers for unsatisfactory performance or conduct.

(a) When an agency decides to terminate an employee serving a probationary or trial period because his work performance or conduct during this period fails to demonstrate his fitness or his qualifications for continued employment, it shall terminate his services by notifying him in writing as to why he is being separated and the effective date of the action. The information in the notice as to why the employee is being terminated shall, as a minimum, consist of the agency's conclusions as to the inadequacies of his performance or conduct.

(b) Probation ends when the employee completes his or her scheduled tour of duty on the day before the anniversary date of the employee's appointment. For example, when the last workday is a Friday and the anniversary date is the following Monday, the probationer must be separated before the end of the tour of duty on Friday since Friday would be the last day the employee actually has to demonstrate fitness for further employment.

[33 FR 12418, Sept. 4, 1968, as amended at 60 FR 53505, Oct. 16, 1995]

05-16-03 7:09 AM

Guest Folio

EEOC 130-2005-00068X
Agency# 2001-0619-20042917

StudioPLUS #6078
990 Sunland Park Drive
El Paso, TX 79922
915-833-7731

Guest Name: THOMAS, LARRY

Company: US GOVERNMENT

Address:

City: BLOOMINGTON, CA 92316

1 of 1

Room: 223 Arrival: 5/15/03 Depart: 5/16/03 Res: 21323 Rate: \$49.00

Date	Description	Charges	Payments	Balance
05/15/03	CASH	\$0.00	\$56.60	(\$56.60)
05/15/03	DAILY ROOM CHARGE Rm:223	\$49.00	\$0.00	(\$7.60)
05/15/03	LOCAL ROOM TAX	\$4.66	\$0.00	(\$2.94)
05/15/03	STATE ROOM TAX	\$2.94	\$0.00	\$0.00

Printed For 05/15/03 - 05/16/03

Folio Summary For 1. Room Folio

Room Charges:	\$49.00
Other Charges/Credits:	\$0.00
Phone Charges:	\$0.00
Taxes:	\$7.60
Payments:	(\$56.60)
Total Balance Due \$0.00	

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EE00#130 2005 00068X
 Agency # 2001-0619-2004102917

**MOTEL 6 -****MARSHALL, TEXAS**

80895921

Last THOMAS First LARRY		Room # 245	Folio # 142883	Adult/Child 1/1
Company/Group		Arrive 05/16/03	Depart 05/17/03	Rate/Type PACK
Check-out Time		Rate/Night 31.99	Tax/Night 4.16	Total Est. Charge 36.15

<u>Date</u>	<u>Room</u>	<u>Description</u>	<u>Charges</u>	<u>Credits</u>
05/16/03	245	CASH	36.15	36.15

FOR RESERVATIONS NATIONWIDE, CALL 1-800-4-MOTEL 6

NOTICE TO GUEST:

This property is privately owned. Management reserves the right to refuse service to anyone and will not be responsible for the loss of money, jewelry or valuables of any kind.

RATES ARE SUBJECT TO APPLICABLE TAXES AND MAY CHANGE WITHOUT ADVANCE NOTICE.



VA FORM **5632**
MAY 1999 (BS)

THOMAS, LARRY D
SVC STA: 619 STA: 619 T&L: 645

These are all safety habits, which contribute to your health and well-being. Are you safe? For additional information, check the VA National Center for Health Promotion and Disease Prevention's Website at <http://www.health4vets.com/> or <http://www.vaprevention.com/>

Standard Form 50-B

Rev. 7/91

U.S. Office of Personnel Management

FPM Supp. 296-33, Subch. 4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) THEO S. LARRY D		2. Social Security Number 422-86-6480		3. Date of Birth 09-09-61		4. Effective Date 05-18-2003	
FIRST ACTION				SECOND ACTION			
5-A. Code 101		5-B. Nature of Action CAREER-CONDITIONAL APPOINTMENT		6-A. Code		6-B. Nature of Action	
5-C. Code 79A		5-D. Legal Authority POL 104-117, SEC 511		6-C. Code		6-D. Legal Authority	
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority	

7. FROM: Position Title and Number										15. TO: Position Title and Number IT SPECIALIST (SYS ADM) 001100													
8. Pay Plan		9. Occ. Code		10. Grade/Level		11. Step/Rate		12. Total Salary		13. Pay Basis		16. Pay Plan		17. Occ. Code		18. Grade/Level		19. Step/Rate		20. Total Salary/Award		21. Pay Basis	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay						20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay					
14. Name and Location of Position's Organization										22. Name and Location of Position's Organization VA HEALTH CARE SYSTEM INFORMATION RESOURCE MANAGEMENT SVC MONTGOMERY AL													

EMPLOYEE DATA

23. Veterans Preference 2 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%				24. Tenure 2 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite				25. Agency Use		26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
27. FEGLI CO BASIC LIFE ONLY				28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 6			
30. Retirement Plan FERS S SECA				31. Service Comp. Date (Leave) 10-27-94		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period	
POSITION DATA				35. FLSA Category E E - Exempt N - Nonexempt				36. Appropriation Code 402-2002		37. Bargaining Unit Status 0065	
34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				39. Duty Station (City - County - State or Overseas Location) MONTGOMERY AL							
38. Duty Station Code 01-2130-101											
10. AGENCY DATA		41.		42.		43.		44.			

15. Remarks RETURNS CONTINUED: FROZEN SERVICE: NONE. CREDITABLE MILITARY SERVICE: 06 YRS, 06 MONTHS.	
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16. Employing Department or Agency DEPARTMENT OF VETERANS AFFAIRS			50. Signature/Authentication and Title of Approving Official MUPAN RESOURCES OFFICER		
17. Agency Code VA 14		48. Personnel Office ID 1710		49. Approval Date 05-18-2003	